

SCOPE OF RECORDS PROGRAM

RECORDS CREATION

1. Number of Agency forms today _____.
2. Other-Agency documents DDI/CRS receives annually _____.
3. Cables transmitted by Cable Secretariat annually _____.

FILES MAINTENANCE

1. Volume of records in Agency Offices _____ cu. ft.
2. Cost of a 4-drawer Safe \$ _____. Safes in use _____.
3. Vital Record documents deposited last year _____.

RECORDS DISPOSITION

1. Volume of records now in the Records Center _____ cu. ft.
2. Reels of Microfilm in the Records Center _____.
3. Obsolete Files destroyed in last Fiscal Year _____ cu. ft.